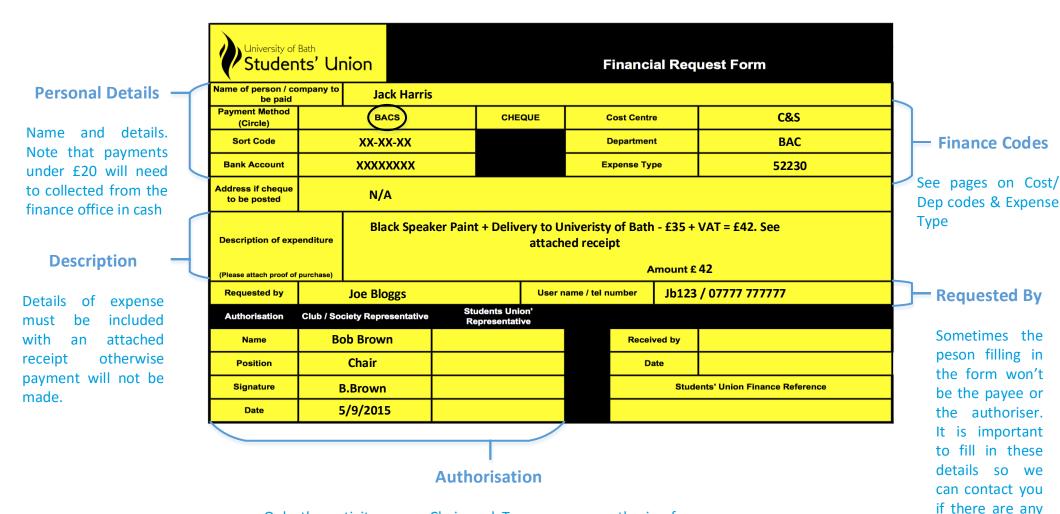
Yellow Forms

Filling in a yellow form is a way of processing an outgoing payment, either by BACS, Cheque or for less than £20 by cash at the finance office. Yellow forms can only be authorised by a student group chair or treasurer. They must then be countersigned, for more information on this refer to the "Processing Forms" page. If you are unsure when to use a yellow form follow the diagram on the "Outgoing Payments" page or contact your exec area treasurer.



Only the activity group Chair and Treasurer can authorise forms. Please fill in your details clearly. NOTE! You can't authorise a payment to yourself. The Students Union' Representative section is filled out by the area exec treasurer.



problems